

GCC - FACILITY REQUEST FORM

Date Request Received: _____

**This facility request form does NOT guarantee that the dates and times requested are reserved. You will receive a confirmation once dates and times have been reserved. Facility Request forms should be submitted a minimum of 2 weeks prior to the event. Standard requests usually take 2-3 business days to process. Special requests may take 5+ business days to process.*

BOLDED ITEMS NEED TO BE COMPLETED; INCOMPLETE REQUEST FORMS WILL BE RETURNED FOR INFORMATION

Name of Event or Activity: _____

Name of Sponsoring Group or Organization: _____

Contact Person: _____

Address: _____

Primary Phone: (_____) _____ Cell Phone: (_____) _____

E-mail: _____ Estimated Number of Participants: _____

Space Requested:

Indicate 1st, 2nd, etc... choice(s) on rooms and activity areas

- ___ 1st-3rd Class Room
- ___ Youth Lounge
- ___ 4th-6th Class Room
- ___ 3 years to Kindergarten Class Room
- ___ Nursery Class Room
- ___ Foyer / Greeting Area
- ___ Sanctuary / Auditorium
- ___ Kitchen
- ___ Rear Parking Lot
- ___ Other:

Equipment Requested:

- Tables: 6' rounds (#): _____ Chairs (#): _____
- Tables: 3' x 6' (#): _____
- TV DVD / VCR Internet (Wireless) Internet (Cable)
- CPU Projector Projector Screen
- Portable Sound Cart/Audio/Mic Tables: 18" x 6' (#): _____

* Sanctuary / Auditorium - Sound/Audio/Mic/Media/etc

**Please note: For Sanctuary / Auditorium use a GCC Sound / Media Tech must be present or you must have certified a team member with proper training.*

*GCC Sound/Media Tech (Name): _____

*Trainee Team Member (Name): _____

